

HOW TO APPLY FOR A U.S. VISA FROM THE CONSULATE GENERAL IN HO CHI MINH CITY

PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY
FAILURE TO DO SO WILL DELAY YOUR APPLICATION

BEFORE YOUR INTERVIEW DAY

FOR ALL APPLICANTS

- ☐ **PASSPORT:** current, valid passport with no cover and must have a validity date of at least six months beyond your intended stay in the U.S. And any previous passports (if applicable).
- ☐ **PRINTOUT OF DS-160 CONFIRMATION SHEET WITH BARCODE:** Applicants MUST electronically fill out the version available online at <http://evisaforms.state.gov/>. (There is no need to print out the full application form, just print the confirmation page only. The barcode works best when printed from a LaserJet printer). Please be noted that applicant MUST fill out new form DS-160 for each interview.
- ☐ **PHOTOGRAPH:** A 5cm x 5cm photo taken within the last six months with a white background, visible ears and no borders. Please staple the photo to the bottom left of DS-160 confirmation page.
- ☐ **FEE RECEIPT:** Applicants must submit the original visa fee receipt (both pink and yellow parts) issued by Citibank.
- ☐ **PRINTOUT OF ONLINE APPOINTMENT CONFIRMATION SHEET**
- ☐ **MINORS under age of 17** MUST be accompanied by a parent or legal guardian to the interview.

FOR OFFICIAL/DIPLOMATIC PASSPORT HOLDERS

- ☐ **DIPLOMATIC NOTE:** The Diplomatic Note issued by HCM City External Relation Office.

FOR STUDENTS AND EXCHANGE VISITORS (F, M and J)

- ☐ **FORM I-20** (for students) or **DS-2019** (for exchange visitors), issued by the school or exchange program. The form must be signed by the applicants at the bottom of the first page. If the student is under 18 years old, a parent/guardian must also sign on form I-20.
- ☐ **SEVIS FEE RECEIPT:** Applicants should bring their SEVIS fee receipt to their visa interview.

FOR PETITION-BASED VISA APPLICANTS (H, L, O, P, Q and R)

- ☐ **FORM I-797 or I-129:** Approval Notice

Note:

- *If you fail to submit the required papers in order, you will be asked to leave the line, rearrange the application and go back to the end of the line.*
- *All supporting documents must be kept separately and be provided on request only.*

ON YOUR INTERVIEW DAY

- ☐ **CHECK YOUR DOCUMENTS:** Make sure all forms are completely filled out and signed.
- ☐ **PLACE YOUR DOCUMENTS IN THE FOLLOWING ORDER:**
 - Appointment Confirmation Sheet
 - Passport
 - DS-160 Confirmation Sheet
 - Fee Receipt
 - Form I-20 or DS-2019 (if required)
 - Form I-797 and I-129 depending on type of petition based application (if required)
- ☐ **HOURS:** You should arrive no earlier than one (01) hour prior to or after your scheduled appointment. Please prepare to be at the Consulate for a couple of hours. The visa process involves several steps from application submission to fingerprinting and interview, etc.
- ☐ **ELECTRONIC DEVICES:** You are not allowed to bring electronic devices, including mobile telephones, into the U.S. Consulate. To save your time, please leave them at home or in your car/motorbike. Otherwise, you can leave them in a safe location with the guards during your interview appointment.
- ☐ **PARKING LOT:** The Consulate cannot provide parking lots for your car/motorbike. We regret any inconvenience this may cause and appreciate your cooperation.

IN THE CONSULAR WAITING ROOM

- ☐ **QUEUE UP:** Get in the line according to your appointment time.
- ☐ **SUBMIT YOUR APPLICATION:** Submit all the required documents at intake window. Personnel at the intake window will give you a number.
- ☐ **FINGERPRINTING:** Take a seat near window 7 & window 8 and wait until your number is called for fingerprinting at those windows. Fingerprints are collected electronically and the process takes only minutes.
- ☐ **INTERVIEW:** Take a seat in front of window 2 to window 6, and wait to be called for interview. Numbers are not always called in order. Please pay attention when your number is called, in order to assist us in most efficiently processing everyone's case.
 - **If your visa application is approved,** you will go to the EMS counter near the front gate to register for visa delivery by EMS courier service.
 - **If your visa application is denied,** your passport will be returned to you, along with all your supporting documentation, right at the end of the interview. You will need to leave the waiting room immediately.

THANK YOU FOR YOUR COOPERATION!